

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2017-01A

The U.S. Embassy Belmopan has an opening for a Heating, Ventilation and Air Conditioning (HVAC) Technician. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Performs maintenance and/or repairs to the residential central air conditioning, split units, and house-hold appliances. Locates the source of the problem, makes necessary repairs, and performs scheduled preventive maintenance on those units. Provides diagnostic assistance and repair guidance at leased properties on HVAC units.
- Assists chancery HVAC technicians in the maintenance of chillers, air handling units, and VAV boxes. Provides hands on support to FAC team during large projects, events, or failures.
- Uses hand tools, soldering tools, and copper tubing flaring kits to repair, maintain, troubleshoot, service and maintains refrigeration and air-conditioning equipment including window and split-type units, freezers, refrigerators, and water coolers. Disassembles equipment and adjusts, repairs, or replaces defective parts or components to correct malfunctioning motors, compressors, cooling units, condensers, valves, relays, and controls.
- Maintains the refrigerant recovery system including tanks, gauges, and hoses. Removes and installs window, split-type, and central air conditioners to include recovering refrigerant with refrigerant recovery system. Services newly installed equipment by soldering, brazing or welding refrigerant lines. Uses vacuum pump, charging and testing manifold and leak detector to replace or add refrigerant.
- Ensures that repairs are done in a safe manner, in accordance with Safety, Occupational Health, and Environmental Management guidelines and American Society of Heating, Refrigerating and Air-Conditioning Engineers principles, at both government-owned and leased properties.

QUALIFICATIONS REQUIRED:

- Completion of secondary school is required.
- One year of progressive, professional experience in the air conditioning and refrigeration field is required.
- Level III (good working knowledge) speaking/reading/writing English is required.
- Must be familiar with HVAC codes and guidelines, and safety guidelines.
- A valid Belize driver's license is required.
- A valid Belize Refrigeration and Air Conditioning Technician's license is required.

(Applicants must include a copy of their valid Belize driver's and refrigeration and air conditioning technician's license with the application.)

Note 1: This position includes incidental driving responsibilities. To meet our Safety Health and Environment Management Policy, incidental drivers must be 25 years or older and must be able to pass an incidental driver's physical examination.

Note 2 - The selected applicant may be hired at a training level for this position if there are no qualified applicants after screening and interviewing at the full performance level. Estimated time at the training level is one-year.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://belize.usembassy.gov/job_opportunities.html. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: HVAC Technician, Vacancy Announcement No. 2017-01A. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, March 31, 2017. Applications will not be accepted after March 31, 2017.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.